



GAIL FARBER, Director

COUNTY OF LOS ANGELES DEPARTMENT OF PUBLIC WORKS

"To Enrich Lives Through Effective and Caring Service"

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April 14, 2015


The Honorable Board of Supervisors
County of Los Angeles
383 Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, California 90012

Dear Supervisors:

ADOPTED

BOARD OF SUPERVISORS
COUNTY OF LOS ANGELES

37 May 12, 2015


PATRICK OZAWA
ACTING EXECUTIVE OFFICER

**CONSTRUCTION-RELATED CONTRACT
AS-NEEDED MAPPING AND SURVEY SERVICES FOR
VARIOUS COUNTY PROJECTS
AWARD CONSULTANT SERVICES AGREEMENTS
(ALL SUPERVISORIAL DISTRICTS)
(3 VOTES)**

SUBJECT

This action is to approve six consultant services agreements for a not to exceed fee of \$500,000 each for as-needed mapping and survey services, to augment the Department of Public Works' ability to rapidly provide as-needed mapping and survey services, to be utilized on various County projects for a 3-year term plus two 1 year extension options each.

IT IS RECOMMENDED THAT THE BOARD:

1. Award and authorize the Director of Public Works or her designee to execute consultant services agreements with Chaudhary & Associates, Inc.; Chris Nelson & Associates, Inc.; D. Woolley & Associates, Inc.; Towill, Inc.; VA Consulting; and Wagner Engineering & Survey, Inc., to provide as needed mapping and survey services for various County projects for a 3 year term plus two 1-year extension options for each firm.

Each consultant services agreement shall be for a not-to-exceed amount of \$500,000. The term of each consultant services agreement shall commence on the date of the full execution of the contract, and shall extend for a period of three years from such commencement date. The expiration of the consultant services agreement is subject to the following condition: Where services for a given project have been authorized by the County but are not completed by the consultant prior to the stated expiration date, the expiration date will be automatically extended solely to allow for the

completion of such services.

2. Delegate authority to the Director of Public Works or her designee to authorize additional services and extend the contract expiration date as necessary to complete those additional services when those additional services are: (1) previously unforeseen; (2) related to a previously assigned scope of work on a given project; and (3) are necessary for the completion of that given project.

3. Delegate authority to Director of Public Works or her designee to supplement the initial not to exceed amount of \$500,000 for any of the above referenced six agreements by up to 10 percent per amendment based on workload requirements. The aggregate amount, per agreement, of such amendments shall not exceed 25 percent of the original contract amount.

4. Delegate authority to the Director of Public Works or her designee to execute the two 1-year extension options on the above-referenced six agreements at the discretion of the Director of Public Works or her designee based upon the level of satisfaction with the services provided.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

The recommended consultant services agreements will augment the Department of Public Works' ability to rapidly provide as-needed mapping and survey services to be utilized on various County projects.

The recommended as-needed mapping and survey services agreements will expand Public Works' ability to deliver any renovations/improvements to various County buildings, various Public Works facilities, and County projects efficiently.

Implementation of Strategic Plan Goals

The Countywide Strategic Plan directs the provisions of Operational Effectiveness/Fiscal Sustainability (Goal 1) by the use of as-needed consultant services agreements to better manage fluctuations and increases in workload while providing quality services in a responsive manner to our clients.

FISCAL IMPACT/FINANCING

The recommended actions have no direct impact on the County's General Fund. Sufficient funding to finance work orders for these agreements will be financed through the appropriate capital, refurbishment, infrastructure, or various operating and special fund(s). For capital projects and refurbishments, no work will be assigned to these consultants without the prior review and funding verification from the Chief Executive Office (CEO). For Public Works' infrastructure and maintenance projects, no work will be assigned to these consultants without the appropriate funding authorization. Expenditures for the subject services incurred by the Public Works' Internal Service Fund-Capital Project Management Program will be reimbursed through approved individual project budgets.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

A standard consultant services agreement, in the form previously approved by County Counsel, will be used. The consultant services agreements will be in compliance with the Chief Executive Officer's and the Board's requirements.

The consultant services agreements will contain terms and conditions supporting the Board's ordinances, policies, and program including but not limited to: County's Greater Avenues for Independence (GAIN) and General Relief Opportunities for Work (GROW) Programs, Board Policy No. 5.050; Contract Language to Assist in Placement of Displaced County Workers, Board Policy No. 5.110; Reporting of Improper Solicitations, Board Policy No. 5.060; Notice to Contract Employees of Newborn Abandonment Law (Safely Surrendered Baby Law), Board Policy No. 5.135; Contractor Employee Jury Service Program, Los Angeles County Code, Chapter 2.203; Notice to Employees Regarding the Federal Earned Income Credit (Federal Income Tax Law, Internal Revenue Service Notice 1015); Contractor Responsibility and Debarment, Los Angeles County Code, Chapter 2.202; and the Los Angeles County's Child Support Compliance Program, Los Angeles County Code, Chapter 2.200; Defaulted Property Tax Reduction Program, Los Angeles County Code, Chapter 2.206; and the standard Board-directed clauses that provide for contract termination or renegotiation.

The contractors were selected upon final analysis and consideration without regard to race, creed, gender, or color. The consultant services agreements include a cost-of-living adjustment provision in accordance with the Board policy, which was approved on January 29, 2002.

ENVIRONMENTAL DOCUMENTATION

The proposed action is not a project pursuant to California Environmental Quality Act (CEQA) because it is an activity that is excluded from the definition of a project by Section 15378(b) of the CEQA Guidelines. The proposed action, to award as-needed mapping and survey services is an administrative activity of government, which will not result in direct or indirect changes to the environment. We will return to the Board as necessary for consideration of appropriate environmental documentation pursuant to CEQA before the approval of any activities that constitute a project under CEQA.

CONTRACTING PROCESS

On September 29, 2014, Public Works issued a Request for Proposals (RFP) for as needed mapping and survey services. The RFP was posted on the "Doing Business with Us" website and the "Public Works Contract Opportunities" website.

The RFP allowed firms to compete as primes in one of three categories: small-, medium-, or large-size firms. Each firm was requested to certify its own size, based on number of personnel, for competition with other firms in the same size category. The RFP stated that a total of six firms would be awarded contracts as follows: three small-size firms (with 25 or fewer personnel), two medium-size firms (with 26 to 75 personnel), and one large-size firms (with over 75 personnel).

On September 29, 2014, 39 firms submitted proposals. An evaluation committee, consisting of Public Works' technical staff, evaluated the proposals as outlined in the RFP. The selected firms represent the best qualified firms from each size category to provide the required services based upon their technical expertise, proposed work plan, experience, personnel, qualifications, and understanding of the work requirements. The following firms were selected without regard to race, creed, color, or gender: small size category - Chris Nelson & Associates, Inc.; D. Woolley & Associates, Inc.; and Wagner Engineering & Survey, Inc.; medium size category - Chaudhary & Associates, Inc.; and VA Consulting; and large-size category - Towill, Inc. Public Works has determined that the firms proposed rates for performing the services are reasonable.

The Community Business Enterprises participation data and 3-year contracting histories for the six selected firms are on file with Public Works.

Public Works has evaluated and determined that the Los Angeles County Code Chapter 2.201 (Living Wage Program) does not apply to the recommended agreements. These agreements are exempt from the requirements of Proposition A because the services are required on a part-time and intermittent basis.

IMPACT ON CURRENT SERVICES (OR PROJECTS)

There will be no negative impact on current County services or projects during the performance of the recommended consultant services agreements. These consultant services agreements will provide necessary as-needed mapping and survey services to support various County projects in an efficient manner, enhancing the delivery of County projects.

CONCLUSION

Please return one adopted copy of this Board letter to the Department of Public Works, Architectural Engineering Division.

Respectfully submitted,

A handwritten signature in cursive script that reads "Gail Farber".

GAIL FARBER

Director

JQ:dh

c: Chief Executive Office (Rochelle Goff)
County Counsel
Executive Office